



## User Reference Guide

Well Management  
Module 4 - Well Information

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## **COURSE OVERVIEW**

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### **Course Description**

The Well Management course provides instruction on the process of submission of NOIs, permit information, and well information in the WellSTAR system.

## Process Flow

The end-to-end business process for **Submit and Maintain Well Information** covers the following:

- **Submit Well Data**

# 1 SUBMIT AND UPDATE WELL INFORMATION

Form used to change the name of a well or wells.

Lesson Objectives:

- Well Name Change Form
- Confidentiality Request Form

## 1.1 Submit Well Name Change Form

The screenshot shows the WellSTAR web application interface. At the top, there is a header with the WellSTAR logo and a search bar containing 'Well API' and '0401924412'. Below the header is a navigation bar with links for 'Explore Data', 'Forms', 'Tools', and 'Maps'. The main content area displays 'Search Results' for the well API 0401924412. A table titled 'Well Search Results' shows one result with the following details:

API	Operator Name	Well No.	Well Type	Well Status	County	Field	Bond No.
0401924412	White Knight Production LLC	507	MultiPurpose	Active	Fresno	Raisin City	RLB0016064

At the bottom of the table, there is a pagination control showing '1' of 1 items per page, and a status message 'Viewing 1 - 1 from 1 results'.

Step	Action	Required Fields
1.	From the home screen <b>Search</b> for the well.	
2.	Click on the <b>API Number</b> .	

WellSTAR

Well API

Home

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Explore Data

Forms

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Maps

Well | Surfluh

Hello Mykal Stoner, Department of Conservation

Help

Well Detail

Surfluh 507 - API 0401924412

Summary

Actions

API Number

0401924412

Well Designation

Surfluh 507

Well Number

24412

Operator

White Knight Production LLC

Well Type

MultiPurpose

Well Status

Active

Orphan Well

Hazardous Well

N/A

Active Permit

Bond Number

RLB0016064

Confidential Well

No

Confidentiality Expiration

N/A

Lease

Surfluh

Surface Owner

N/A

Mineral Owner

N/A

UIC Project

Jurisdiction

N/A

Well Name

Surfluh

Spud Date

N/A

Exploratory Well

Dry Hole

N/A

Status Date

N/A

Initial Date of Production

Directionally Drilled

Location Information

Zones of Significance

Wellbore

0401924412-00

Type:

MultiPurpose

Status:

Active

Drill/Spud Date:

Completion Date:

Bottom Hole (MD):

N/A

Bottom Hole (TVD):

N/A

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Well Name Change</b> .	

WellSTAR

Well API

Explore Data Forms Tools Maps

Online Forms | Well Name Change Hello Mykal Stoner, Department of Conservation

## Well Name Change

Form Navigation

1. Form Information

### Form Information

Please enter information below. \* Indicates required field

**Form Name**  
Well Name Change

**Organization \***  
Anacapa Oil Corporation (A2500) - Yuba City, CA

**Description \***  
Well #5

Cancel Save & Continue

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Step	Action	Required Fields
1.	Click <b>Organization</b> drop down.	
2.	Select Organization that the form is being submitted on behalf of.	Organization
3.	Enter a description of the form in the <b>Description</b> text box.	Description
4.	Click Save & Continue button.	

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts.

\* Indicates required field

Organization Name

Type of Organization

Anacapa Oil Corporation (A2500)

Corporation

Organization Primary Address

5403 Franklin Rd.  
Yuba City, CA 95992

Organization Primary Phone Number

Ext

Contacts

Name	Phone Number	Email	Role	Actions
Mykal Stoner		mykal.stoner@conservation.ca.gov	Submitter	
			Agent	

Add Contact

\* Indicates required field

☒ Is this contact already in WellSTAR?

Contact Role \*

Find Person \*

Contact Name

Phone Number

Email

Cancel

Save

Step	Action	Required Fields
3.	Click on <b>Actions</b> drop down.	
4.	Select <b>Add Contact</b> .	
5.	If this contact is already in WellSTAR then make sure the box is checked.	
6.	Enter contact information.	Contact Role Find Person
7.	Click <b>Save</b> button.	
8.	Click <b>Next</b> button.	

## Well Information

Please indicate any proposed changes to Well Numbers, Well Names, Fields or Areas.

Advanced Filtering

⚙️

API	Current We...	Current We...	Current Field	Well Status	Actions
0409520294	20294	Bulkley	Any Field	Cancelled	<a href="#">Actions</a> ▼
0411320117	20117	Rhinehart	Any Field	Canc	<a href="#">Edit Data</a>
0409520991	20991	Church	Cache Slough Gas (ABD)	Cancelled	<a href="#">Actions</a> ▼
0410120324	20	Well Name Change			
0410120068	20	Current Well Number 20294	Proposed Well Number <input type="text" value="20294"/>	Current Well Name Bulkley	Proposed Well Name <input type="text" value="Bulkley"/>
0401320081	20	Current Field Any Field	Proposed Field <input type="text"/>	Current Area	Proposed Area <input type="text"/>
0402120061	20	Current Lease	Proposed Lease		

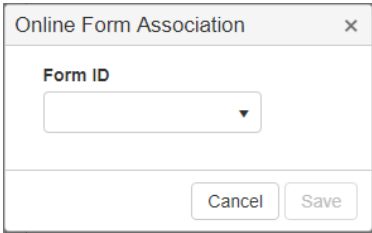
Cancel Update

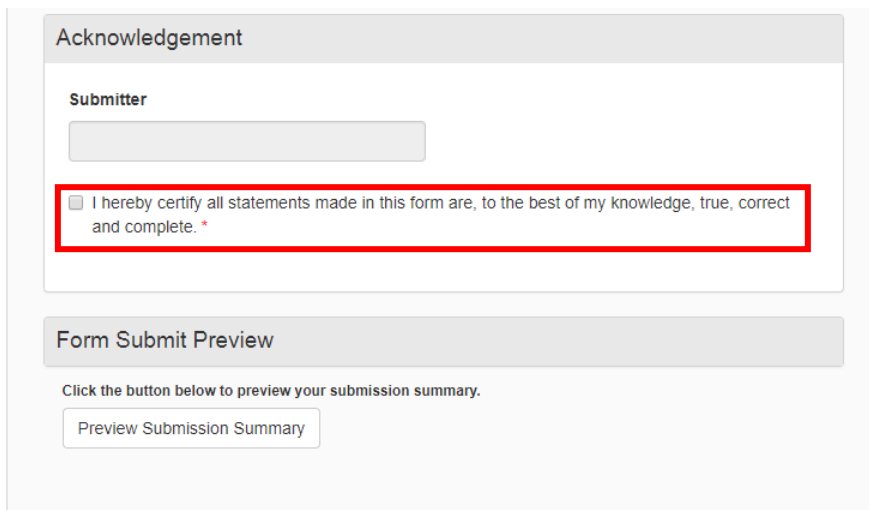
Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Edit Data</b> .	
3.	Enter Proposed well name information.	
4.	Click <b>Update</b> button.	
5.	Click <b>Next</b> Button.	



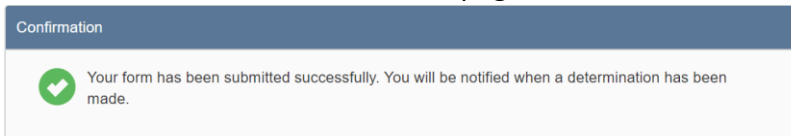
The screenshot shows the WellSTAR web application interface. At the top, there's a navigation bar with 'WellSTAR' logo, 'Explore Data', 'Forms', 'Tools', and 'Maps'. Below this, a breadcrumb trail reads 'Online Forms > Well Name Change'. The main heading is 'Well Name Change - Anacapa Oil Corporation (A2500)'. A 'Form ID: 795' is displayed. On the left, a 'Form Navigation' sidebar lists steps 1 through 8, with '4. Uploaded Documents' selected. The main content area shows the 'Uploaded Documents' section. A 'Document Upload' modal is open in the center, containing the following fields: 'Category' (set to 'Well'), 'Type' (required, dropdown), 'Relevant Date' (required, date picker), 'Description' (required, text area), and 'Filename' (required, with a 'Browse' button and a file preview area). The modal has 'Cancel' and 'Upload' buttons at the bottom. At the bottom of the page, there are 'Back', 'Next', and 'Save' buttons.

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Add New</b> .	
3.	Enter Proposed document information.	Type Relevant Date Description Filename
4.	Click <b>Browse</b> button and select file.	
5.	Click <b>Upload</b> button.	
6.	Click <b>Next</b> button.	

Step	Action	Required Fields
1.	Under <b>Online Form Association</b> click on <b>Actions</b> drop down.	
2.	Select <b>Add New</b> .	
3.	Select associated form from <b>Form ID</b> drop down. 	
4.	Click <b>Save</b> button.	
5.	Under <b>Comments</b> add comments as needed.	



[Back](#)
[Submit](#)
[Save](#)

6.	Under <b>Acknowledgment</b> click the check box to certify the form submission.	Acknowledgement check box
7.	Click <b>Submit</b> button.	
8.	Click <b>Close</b> button on confirmation page. 	

## 1.2 Submit Confidentiality Request

The screenshot shows the WellSTAR web application interface. At the top, there is a search bar with a dropdown menu set to 'Well API' and the value '0401924412' entered. Below the search bar, the 'Search Results' section is displayed. It includes a table with the following data:

API #	Operator Name	Well No.	Well Type	Well Status	County	Field	Bond No.
0401924412	White Knight Production LLC	507	MultiPurpose	Active	Fresno	Raisin City	RLB0016064

The API number '0401924412' is highlighted with a red box. The page also shows navigation links like 'Explore Data', 'Forms', 'Tools', and 'Maps'. At the bottom, there is a footer with the text '© 2017 - WellSTAR | Privacy Policy'.

Step	Action	Required Fields
1.	From the home screen <b>Search</b> for the well.	
2.	Click on the <b>API Number</b> .	

WellSTAR

Well API

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Help

Surfluh 507 - API 0401924412

Summary

Actions

API Number

0401924412

Well Designation

Surfluh 507

Well Number

24412

Operator

White Knight Production LLC

Well Type

MultiPurpose

Well Status

Active

Orphan Well

Hazardous Well

N/A

Active Permit

Bond Number

RLB0016064

Confidential Well

No

Confidentiality Expiration

N/A

Lease

Surfluh

Surface Owner

N/A

Mineral Owner

N/A

UIC Project

Jurisdiction

N/A

Well Name

Surfluh

Spud Date

N/A

Exploratory Well

Dry Hole

N/A

Status Date

N/A

Initial Date of Production

Directionally Drilled

Location Information

Zones of Significance

Wellbore

Type:

Status:

Drill/Spud Date:

Completion Date:

Bottom Hole (MD): N/A

Bottom Hole (TVD): N/A

0401924412-00

MultiPurpose

Active

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Click on <b>Confidentiality Request</b> .	

WellSTAR

Well API

Explore Data Forms Tools Maps

Online Forms | Confidentiality Request

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## Confidentiality Request

Form Navigation

1. Form Information

Form Information

Please enter information below. \* Indicates required field

**Form Name**  
Confidentiality Request

**Organization**  
White Knight Production LLC

**Well API \***  
0401924412

**Description \*** ⓘ  
0401924412 Surflin 507

Cancel Save & Continue

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Step	Action	Required Fields
1.	Enter a <b>Description</b> .	Description Well API
2.	Click <b>Save &amp; Continue</b> .	

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts.

\* Indicates required field

Organization Name

Type of Organization

Anacapa Oil Corporation (A2500)

Corporation

Organization Primary Address

5403 Franklin Rd.  
Yuba City, CA 95992

Organization Primary Phone Number

Ext

Contacts

Name	Phone Number	Email	Role	Actions
Mykal Stoner		mykal.stoner@conservation.ca.gov	Submitter	
			Agent	

Add Contact

\* Indicates required field

☒ Is this contact already in WellSTAR?

Contact Role \*

Form Contact

Form Contact

Permitting/CEQA

Technical Contact

Contact Name \*

Phone Number \*

Email \*

Cancel

Save

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Add Contact</b> .	
3.	If this contact is already in WellSTAR then make sure the box is checked.	
4.	Enter contact information.	Contact Role Find Person
5.	Click <b>Save</b> button.	
6.	Click <b>Next</b> button.	

Confidentiality Request

Verify Well API and select your confidentiality request type below
\* Indicates required field

Well API  
0401924412

Onshore/Offshore  
Onshore

Current Confidentiality Status  
Not Confidential

Current Confidentiality Expiration Date

Confidentiality Request Type \*

Request Confidentiality Extension
▼

Additional Notes

Back
Next
Save

Step	Action	Required Fields
1.	Click on <b>Confidentiality Request Type</b> drop down and select request type.	Confidentiality Request Type
2.	Add any additional notes that are relevant.	
3.	Click <b>Next</b> button.	

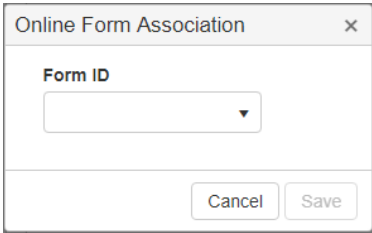
The screenshot shows the WellSTAR interface for a 'Well Name Change' form. The 'Document Upload' modal is open, displaying the following fields:

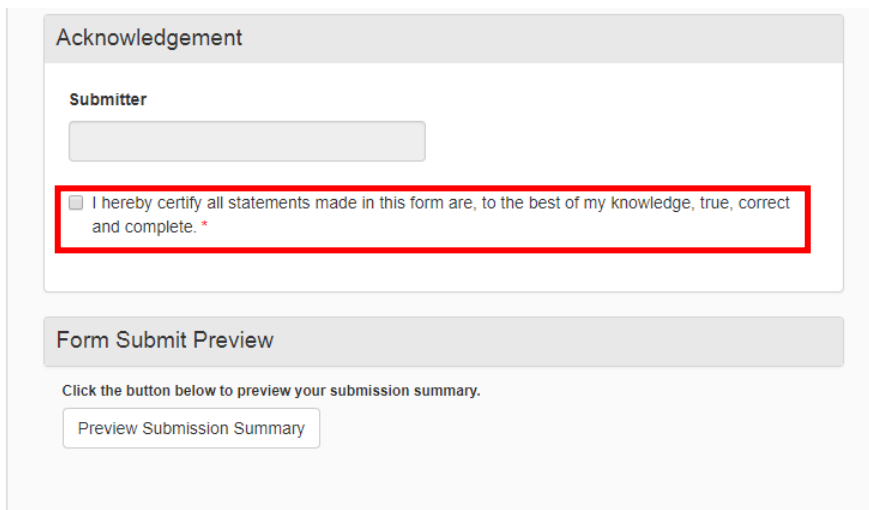
- Category:** Well
- Type:** (Required field, dropdown menu)
- Relevant Date:** (Required field, date picker)
- Description:** (Required field, text input)
- Filename:** (Required field, with a 'Browse' button and a file input area)

The modal also includes 'Cancel' and 'Upload' buttons at the bottom. The background form shows a navigation menu with steps 1 through 8, where 'Uploaded Documents' is the current step.

Step	Action	Required Fields
1.	Click on <b>Actions</b> drop down.	
2.	Select <b>Add New</b> .	
3.	Enter Proposed document information.  (A Confidentiality Request Letter is required)	Type Relevant Date Description Filename
4.	Click <b>Browse</b> button and select file.	
5.	Click <b>Upload</b> button.	
6.	Click <b>Next</b> button.	



Step	Action	Required Fields
1.	Under <b>Online Form Association</b> click on <b>Actions</b> drop down.	
2.	Select <b>Add New</b> .	
3.	Select associated form from <b>Form ID</b> drop down. 	
4.	Click <b>Save</b> button.	
5.	Under <b>Comments</b> add comments as needed.	



[Back](#)
[Submit](#)
[Save](#)

6.	Under <b>Acknowledgment</b> click the check box to certify the form submission.	Acknowledgement check box
7.	Click <b>Submit</b> button.	
8.	Click <b>Close</b> button on confirmation page. 